

Course Objectives and Outline

Word 2016: Advanced

Days: 1 **Prerequisites or Equivalent Skills:** Windows and Word Intermediate

Target Student and Goals:

The target student for this course is an individual who wants to work more efficiently in Word. You will perform a mail merge, use themes and design elements, work with reference elements, manage document revisions, create forms, link to objects from other applications, work with macros and AutoCorrect, and customize the application.

Course Objectives:

These overall course objectives will give you an idea about what to expect from the course. After completing this course, you will know how to:

- Use the Mailings tab to create form letters, create a recipient list, sort and filter records, and create mailing-label and envelope documents.
- Create a table of contents and a table of figures, add captions and cross-references, create an index, insert a bibliography, and add footnotes.
- Protect a document with a password, view and edit document properties.
- Create forms, add content from other applications to a Word document.
- Customize the ribbon by adding tabs and groups, work with macros, and use the Building Blocks Organizer and automate adding content with AutoCorrect
- Customize the application.

Course Outline:

Unit 1 : Mail Merge

- Creating form letters
- Using different data source files
- Merging addresses into mailing labels

Unit 2 : Long Documents

- Table of contents and figures
- Using endnotes and footnotes
- Creating an index
- Working with bookmarks and cross-references
- Bibliographies

Unit 3 : Working with forms

- Creating forms
- Exploring form fields
- Modifying forms
- Protecting forms

Unit 4 : Objects and backgrounds

- Inserting content from other applications
- Objects and charts

Unit 5 : Automating actions with macros

- Using AutoCorrect as a macro
- Using Building Blocks
- Recording and running macros
- Editing macros
- Adding macros to Ribbon

Unit 6 : Customizing Word

- Customizing the Ribbon
- Customizing the Quick Access Toolbar